

STUDENT INTERNSHIP

Business Taxes Intern

LOCATION: Sacramento, CA

HOURS: 15-20 hours/week

The State of California Board of Equalization is looking for a Student Intern to perform the following duties as a non-paid student intern. The position is located in our Fire Prevention Fee Registration team in Special Taxes.

Job Requirements

Knowledge of:

- Microsoft Windows Operating System
- Personal computers and Microsoft products (Outlook, Excel, PowerPoint)
- Information processing and technology applications

Ability to:

- Meet deadlines while handling a variety of projects with varying time frames
- Work courteously with all levels of staff and the public
- Communicate effectively on the phone, via email or in person
- Adjust to changing assignments and priorities
- Effectively utilize a variety of resources to determine appropriate actions and solution
- Use a personal computer with mouse and keyboard, meet with staff, use the telephone, review and read work related materials
- Work effectively utilizing spreadsheets in Excel

Desirable Qualifications

- Extensive knowledge of Microsoft Excel
- Customer Service skills

Statement of Position

Under the close supervision of the Business Taxes Administrator I, the Business Taxes Intern will assist and learn all phases of tax compliance and regulation administration of compliance and collection work. The incumbent will provide assistance to tax and fee payers to ensure their understanding and compliance with tax laws. The incumbent may be contacted by individuals and representatives of organizations either by telephone or mail. The position is located in a high-rise building.

Duties Performed:

50% - Perform skip tracing activities to locate assets or taxpayers. Initiate contact by phone or correspondence and provide advisory service verbally and in writing in response to inquiries regarding the various tax programs administered by the Board of Equalization. Assist and educate taxpayers to timely resolve compliance and tax collection issues.

35% - Prepare correspondence for management or other BOE staff in response to inquiries received from various sources outside and inside the agency. Use Microsoft Excel to compile, compute, and organize data for use in reports.

15% - Perform all other job-related duties and special assignments as directed by management

Candidate must be able to perform the essential job functions (*) with or without reasonable accommodations.

To Apply for this position please **email your resume** to: Carmen.garcia@boe.ca.gov

Or US Mail to: Carmen Garcia, Internship Coordinator – Board of Equalization – 450 N. St., MIC -15, Sacramento, CA 95814